

HOW TO CALCULATE AVERAGE DAILY ATTENDANCE (ADA)

Step 1. At the end of each day, determine the total number of different children or adult participants (at Adult Day Care Centers) who attended that day.

Step 2. At the end of the reporting month, add the daily attendance totals. This figure is the total monthly attendance.

Step 3. To determine ADA, divide the total monthly attendance by the number of days operated.

The following is an example of a sample worksheet for calculating ADA:

Jan 3	25
Jan 4	30
Jan 5	35
Jan 6	28
Jan 7	27
Jan 10	36
Jan 11	42
Jan 12	23
Jan 13	21
Jan 14	38
Jan 17	1
Jan 18	45
Jan 19	29
Jan 20	33
Jan 21	41
Jan 24	38
Jan 25	40
Jan 26	31
Jan 27	22
Jan 28	<u>38</u>
	623

Total Monthly Attendance = 623

Divided by # of days operated = 20

ADA = 31.15

NOTE: Always round up to the next whole number when calculating the ADA. In the above example the ADA of 31.15 should be reported as 32.